

Vaccancy Announcement

Position	Regional Coordinator	Starting date	December 2023
Location	Bishkek (Kyrgyzstan), Dushanbe (Tajikistan) or Tashkent (Uzbekistan)	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Calm (1/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

Acted is committed to the promotion of a 3Zero world of Zero Exclusion, Zero Carbon, and Zero Poverty. Acted has been active in Central Asia (Kyrgyzstan, Tajikistan and Uzbekistan) since the mid-1990s, helping to address the region's main challenges and fostering opportunities for sustainable and inclusive development, especially in rural and remote communities. This includes a special focus on Natural Resource Management (NRM) in the context of climate change as well fostering regional cooperation.

Acted and its sister organisation, [IMPACT Initiatives](#), launched **STREAM**, a regional programme that works with communities and stakeholders in all three countries that share the Fergana Valley (Kyrgyzstan, Tajikistan and Uzbekistan), to improve the sustainable use of water and land resources in riparian communities. STREAM is guided by the principles of do no harm and conflict and gender sensitivity and follows a participatory and inclusive development approach. With support from multiple donors and drawing on Acted's global flagship approaches ([AGORA](#), [GOCA](#) and [THRIVE](#)), STREAM is building a strong evidence base to work toward the following overall objective (OO) and specific objectives (SO):

- To contribute to improving the sustainable use of natural water and land resources across all riparian communities (OO1)
- Water efficiency at the local level is improved and competition over resources reduced (SO1)
- Dialogue and cooperation between local authorities and experts at the regional level will be enhanced through mutual trust and transboundary information, platforms and dispute resolution processes (SO2).

In addition, the anticipated results (R) are as follows:

- An in-depth, data driven understanding of resource availability and climate stress is developed and used for regional dialogue (R1)
- Water and other resources' efficiency is improved by empowering civil society and local authorities to lead evidence based NRM processes (R2)
- Dialogue and cooperation at the community and government level is strengthened by improving operating infrastructure and showcasing results (R3)

Acted is now searching for an experienced coordinator with relevant technical expertise to lead the Programme.

Key roles and responsibilities

Overall management of the STREAM programme (till end of 2025) including:

1. Programme Planning

- Develop overall programme implementation strategy, systems, approaches, tools, and materials
- Organise programme kick-off and close-out meetings
- Plan the various stages of programme implementation and set direction by prioritizing and organizing activities and resources to achieve programme objectives
- Coordinate all research activities in close collaboration with implementing partners, consultants as well as relevant stakeholders

2. Programme Implementation Follow-up

- Oversee and manage the implementation of the programme ensuring that technical quality and standards are considered and respected during programme(s) implementation
- Organise regular programme coordination meetings with programme team
- Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- Ensure programme implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Ensure that the programme is implemented in accordance with relevant Acted technical guidelines and standards
- Conduct regular contextual analysis, anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the programme implementation
- Regular update the work plan, output tracker, PMF and other documents relevant for effective programme management

3. Administration and Operational Management of Programme Implementation

3.1. Finance

- Review the Budget Follow Up document(s) and provide accurate forecasts with BOQs
- Forecast monthly cash requirements of the programme and submit to AC

3.2. Logistics

- Contribute to the development of Procurement plans
- Ensure programme team send accurate and precise order forms in a timely manner
- Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
- Ensure programme team confirm the quality of material selection if and when applicable
- Ensure a proper management and use of the programme assets and stocks
- Plan team movements based on available fleet and applicable policies

3.3. Administration/HR

- Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc.)
- Ensure that programme staff understand and are able to perform their roles and responsibilities
- Follow-up the work plans and day-to-day activities of the programme staff
- Manage the programme staff in cooperation with Area Coordinators
- Ensure a positive working environment and good team dynamics
- Undertake regular appraisals of staff and follow career management
- Manage interpersonal conflicts
- Ensure capacity building among staff in relevant sectors

3.4. Transparency

- Ensure programme records and documents (beneficiary list, donation certificates, attendance sheets etc.) are adequately prepared, compiled and filed according to Acted procedures
- Ensure staff awareness of, and respect of, Acted's code of conduct and FLATS procedures

3.5. Security

- Ensure that each member of the programme team is aware of security issues, policies, SOPs and they follow them accordingly
- In cooperation with the relevant Security focal point, monitor the local security situation and inform the Country Director or Area Coordinator of developments through regular written reports;
- Contribute to the updating of the security guidelines in the programme area of intervention;

4. External Relations

- Lead or coordinate communication and liaison activities to actively consult and involve relevant stakeholders – national and local government, donor(s), beneficiaries, key informants, partners, etc. – in all stages of programme design and implementation
- Identify entry points and establish and maintain good relations and coordination with national level government authorities in all three countries throughout the duration of the programme
- Cultivate good relations with key development actors, local and international, including all relevant government authorities, through regular attendance at technical and bilateral meetings
- Ensure at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- Where relevant, liaise with donors and work closely with partners on programme updates, site visits and other communication
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- Assess the activities undertaken and ensure efficient use of resources;
- Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of programme activities
- Ensure lessons learned are documented, shared and reflected in programme planning and decision making
- Advise on, and assist with, programme reviews conducted by AMEU
- Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new programme development
- Identify and analyse gaps, Acted's added value, synergies and opportunities in the areas the programme(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- Provide regular and timely updates on progress and challenges to supervisors and other team members
- Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- Contribute to drafting of (external) programme progress reports, ensuring the quality and accuracy of technical information provided

Required qualifications and technical competencies

- PhD or Master's level degree in relevant field (water management, civil or water engineering, climate science, development or peace studies, environmental peacebuilding, international relations, anthropology etc.)
- Relevant professional training for the position;
- Professional experience in Central Asia or CIS countries, preferably in the three target countries;
- At least 5 years of experience in the related thematic areas, e.g., NRM or IWRM, land or pasture management, climate change adaptation, infrastructure rehabilitation, local governance, peacebuilding, etc.;
- A track record (minimum two years) of implementing multi-million euro, multi-year, multi-country projects of comparable size and scope with diverse donors; experience with BMZ/KfW, EU and or USAID will be a distinct advantage;
- Experience managing infrastructure projects, especially focused on water and or water accounting, will be an advantage;

- Demonstrated managerial competences and skills, including result-oriented management, strategic planning, human resources and financial management skills; strong experience in steering and mentoring; strong interpersonal, intercultural, networking and communication skills;
- Proven track record in cooperating with a large number of state and non-state stakeholders and in strengthening key local and national partners and sharing capacities;
- Demonstrated knowledge and working relationships with relevant (esp. state) actors will be an advantage;
- Experience conducting and or coordinating large scale research using a range of methods and tools;
- Knowledge of adaptive programming and understanding of key programme principles (do no harm, etc.);
- Excellent in both spoken and written English;
- Working knowledge of Russian is preferred;
- Knowledge of Kyrgyz, Tajik or Uzbek will be an advantage; knowledge of more than one a distinct advantage.

Conditions

- Salary between 2600 and 2800€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Contribution to a housing allowance of up to 75% of Acted benchmark or accommodation and food provided in Acted guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- Annual leave of 25 to 43 days per year
- One week pre-departure training in Acted HQ, including a 4-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: STREAM RC/CA**